



# Southern California Association of Governments

## Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

## ACCOUNTANT II/III # 408

Accountant II: \$51,720 to \$67,236 annually

Accountant III: \$57,425 to \$74,762 annually

**First Review of Applications: Monday, July 12, 2010**

### THE POSITION

This position may be filled at either of the two Accountant levels. This is a flexibly staffed classification. Individuals hired at the Accountant II level may advance to the next level without competition, once the competencies have been met and upon recommendation of their supervisor.

Under direction of the Lead Accountant, the selected candidate will perform a full range of professional accounting duties involved in fiscal management, record keeping, reporting and financial analysis, including payroll, general ledger, accounts receivable, accounts payable, cash collections, annual report and audit, cash reports, and quarterly and annual financial reports.

### IDEAL CANDIDATE QUALITIES:

- Governmental accounting experience in a variety of functions especially payroll
- Possession of a valid California Certified Public Accountant (CPA) license
- Working knowledge of MS Dynamics GP
- Ability to satisfy competing deadlines
- Superior communication and interpersonal skills
- Ability to work as a member of a team

### ESSENTIAL DUTIES

- Monitor, process, and verify bi-weekly payroll; examine all accounting transactions to ensure accuracy; correct financial records as necessary.
- Prepare project cost accounting reports; collect and post financial, budget, and product information on project cost accounting statements; prepare management reports.
- Review and verify invoices and process payments.
- Prepare schedules for audits.
- Check, verify, review, reconcile, analyze, and generate billings to funds and grants; maintain and control grants, reconciliation, and final reports.

### MINIMUM QUALIFICATIONS

**Education:** Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

**Experience: Accountant II:** Two years experience in general accounting, public accounting or financial reporting.

**Accountant III:** Equivalent to three years of professional accounting experience in a variety of functions for a governmental entity.

**Knowledge of:** Accounting standards as prescribed by the Governmental Accounting Standards Board; public agency payroll accounting, budgeting, disbursement and accounts receivable procedures; automated financial management systems and computer accounting software programs; financial research and report preparation methods and techniques.

**Ability to:** Process all aspects of a governmental payroll including all related disbursements and reporting using computerized systems and spreadsheets; apply Federal, State and local laws and regulations pertaining to payroll and accounting work; apply generally accepted accounting principles and procedures to a variety of accounting transactions and problems; examine and verify financial documents and reports; prepare a variety of financial statements, reports and analyses; communicate clearly and concisely both orally and in writing; operate modern office equipment; solve problems in a professional manner.

## APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and résumé to:

### Southern California Association of Governments

Attn: Human Resources Office  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, California 90017  
(213) 236-1931  
(213) 630-1493 fax  
[www.scag.ca.gov](http://www.scag.ca.gov)

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

The most qualified applicants will be invited to participate in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above.

The selection process may consist of an application screening, oral presentation, and oral board interview.

### EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period before achieving regular status. Manager and director positions are employed through an annual contract.

### EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO plans, two PPO CalPERS health plans, two dental plans, and a vision plan. Employees must enroll in dental and vision insurance for self only. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of service.
- **Sick Leave:** Employees earn sick leave at the rate of 3.6923 hours every payroll period.

- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

### THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-nine cities, 38,000 square miles and a population of 18 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment, and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. SCAG also has satellite offices located in Imperial, Orange, Riverside, San Bernardino and Ventura counties.

### EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.